

# APPLICATION FORM

## ICS 100-400 Train-the-Trainer

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Your Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(include street/city/state/zip code)

Daytime Phone: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ Yes, I have fulfilled the course prerequisites.

### Americans with Disabilities Act (ADA)

If you have a disability and need special accommodations in order to fully participate in any training activity, please contact the State Training Office, (795)274-1413, to discuss your specific needs.

Completed application must be submitted to the head of your sponsoring organization for approval. Once obtained, the application may be sent or faxed to:

Kansas Emergency Management  
Attention: Anne Allen  
2800 SW Topeka Boulevard  
Topeka, KS 66611-1287  
FAX: (785)274-1914

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Head of Sponsoring Organization \_\_\_\_\_ Date \_\_\_\_\_



### GET TRAINED TO BE AN INSTRUCTOR IN:

- ICS 100 Introduction to Incident Command System
- ICS 200 Basic Incident Command System
- ICS 300 Intermediate Incident Command System
- ICS 400 Advanced Incident Command System

### COURSE PREREQUISITES

Certification in the following Emergency Management Institute courses is a required prerequisite for this course:

**IS-100** Introduction to ICS

**IS-200** Basic ICS

**G300** Intermediate ICS

**G400** Advanced ICS

**IS-700** NIMS, an Introduction



## Emergency Management Institute & Kansas Emergency Management

ICS T-T-T

### INCIDENT COMMAND SYSTEM 100-400 TRAIN THE TRAINER



**G449**



**WICHITA,  
KANSAS**

**December 4-7, 2006**

REGISTRATION ONLINE:  
[WWW.KANSAS.GOV/KDEM/  
TRAINING/](http://WWW.KANSAS.GOV/KDEM/TRAINING/)

# ICS TRAIN-THE-TRAINER

## COURSE OBJECTIVES

**ICS 100 Introduction to ICS** Orient the student to the Incident Command System (ICS) in order to:

- Identify requirements to use ICS, three purposes of ICS, and common incident tasks
- Describe the basic features of ICS
- Describe the role and function of the Incident Commander and the Command Staff
- Describe the role and function of the General Staff
- Describe use of ICS facilities
- Describe common ICS responsibilities

**ICS 200 Basic ICS** How to adapt ICS appropriate to the complexity of an incident or event

- Leadership and management— chain of command, span of control, position titles
- Delegation of authority and management by objectives
- Functional Areas and Positions— tools, use of ICS 201 form
- Give an Operational Briefing/describe components of field, staff and section briefings
- Organizational flexibility— modular organization, complexity analysis, types of incidents, preparedness plans and agreements
- Essential elements and the process of transfer of command

## COST/REIMBURSEMENT

There is no charge for this training. Participants traveling 50 or more miles to attend this course are eligible for overnight lodging. Reimbursement for lodging expense is up to \$71 per day.

**NOTE:** Reimbursement for lodging will only be paid if entire course is completed. There is no reimbursement for meals

**Federal Employees are not eligible for reimbursement.**

**ICS 300 Intermediate ICS** Teach NIMS Command and Management as it supports expanding incidents, its process as prescribed by ICS, developing an IAP for a simulated incident

- ICS fundamentals review and ICS in relation to NIMS
- Unified Command— features, advantages, functions on a multi-jurisdiction or multi-agency incident, develop Incident Objectives for a simulated incident
- Incident resources management — principles, steps, aviation safety policies, Operational Planning Worksheet & Incident Safety Analysis, single and multi-point ordering
- Planning process— planning for incidents vs. events, major planning steps, when to put the IAP in writing, ICS forms, strategies for meetings, scenario
- Demobilization, transfer of command, and close out— importance of planning, impact of agency specific policies upon demobilization, personnel who have demobilization responsibilities, need for and processes involved in a close out meeting

**ICS 400 Advanced ICS** Teach the highest level of the Incident Command System

- ICS Fundamentals review for Command and General Staff
- Major and/or complex incident/event management including the principal factors, four expansion options and how they apply in an incident
- Area Command defined, its advantages, organization, six primary functional responsibilities, and application to a given scenario
- Multi-Agency coordination defined, its primary components, major guidelines for establishment, problems when not implemented, its different levels, entities that provide multi-agency coordination, personnel positions, and its distinct role as compared to Area Command and Unified Command

## WHAT IS NIMS?

... a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for and respond to all hazards, including acts of terrorism.

## NATIONAL INCIDENT MANAGEMENT SYSTEM



## WANT MORE?

For more information on this course and other emergency management training, contact the Kansas Emergency Management Training Office at:

2800 SW Topeka Ave.  
Topeka KS 66611  
(785)274-1412  
Fax (785)274-1914



Or visit our website at:  
<http://www.kansas.gov/kdem/training>